

FIRE CHIEF

General Statement of Duties: Under the general direction of the Mayor, directs and administers the activities of the Fire Department. Functions as the primary advisor to the Mayor with regard to firefighting, fire prevention, and emergency medical care services.

Areas of Accountability:

1. Manages and directs the human resources of the Fire Department.
 - Hires, transfers, promotes, evaluates and disciplines department employees in accordance with Personnel Policies, EEO, Affirmative Action, ADA, and other federal and state employment provisions;
 - Defines and delegates authority and responsibility to appropriate subordinates;
 - Administers applicable union contracts and personnel policies within the department;
 - Monitors staff deployment and promotes effective utilization of personnel;
 - Evaluates pension applications;
 - Ensures that policies, procedures and performance standards are understood by all staff members and consistently applied;
 - Reviews and evaluates the performance of immediate subordinates on a regular basis and oversees performance evaluation of all department employees;
 - Initiates disciplinary actions based on careful examination of all facts;
 - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs;
 - Investigates and responds to grievances and employee complaints.
2. Monitors and controls the operations of the Fire Department to assure that the desired level of service is being provided.
 - Initiates data gathering procedures;
 - Reviews department-wide report and records noting important details and problem indicators;
 - Analyzes and evaluates progress against performance standards;
 - Initiates or modifies practices and programs to improve fire suppression, inspection, and emergency care functions;
 - Approves official department rules, regulations, and procedures.
3. Develops short and long-range goals for department within the context of priorities established by the Mayor and City Council.
 - Determines organizational structure;
 - Initiates policies and programs to implement goals;
 - Establishes departmental standards of effectiveness.
4. Communicates with and provides advice to the Mayor, City Council, management

staff, subordinates, and other agencies.

- Prepares factual, clear, concise, written reports with specific recommendations;
- Keeps the Mayor and appropriate management staff members informed on important developments which may affect the administration of City government;
- Attends and makes presentations at City Council meetings as required;
- Provides subordinates with information which affects them;
- Promotes and maintains mutual exchange of information among department divisions, other City departments, and other agencies involved in public safety.

5. Administers financial resources of Fire Department.

- Prepares annual budget request;
- Establishes budget priorities;
- Prepares reports delineating specific activities of the department;
- Monitors and controls expenditures and revenues.

6. Develops appropriate public and community relations.

- Answers citizen calls and complaints.
- Serves as department's chief advocate and spokesperson;
- Briefs press and other media to keep public informed of Fire Department affairs;
- Promotes cooperative relations between Fire and other community service groups.
- Represents the City in metropolitan, state, and national organizations where delegated and where the interests of the Council Bluffs community are Involved.

7. Keeps current on new developments in legislation, law enforcement, criminal justice, and government regulations that affect Fire operations.

- Develops and maintains professional contacts and associations.
- Reviews and evaluates innovative concepts, developments, new equipment grants and assistance programs making changes in current operations and practices, where applicable.

8. Sets an example of integrity and competence.

- Abides by all departmental rules and regulations;
- Maintains high personal standards of morality, citizenship and professionalism;
- Avoids acts that compromise integrity;
- Serves as a model of competence in carrying out responsibilities and sensitivity in dealing with others.

9. Plans procedures and prepares staff for predictable crises.

- Supervises department's response to civil disorders and natural disasters;
- Facilitates coordination between Fire and other public safety agencies;
- Mediates conflicts within the department;
- Resolves conflicts between the department and outside groups;

10. Other duties as assigned

- May respond to major fire alarms and personally direct firefighting activities utilizing incident command system;
- May investigate sources and circumstances of fires to determine cause.

Required Knowledge, Skills, and Abilities: Comprehensive knowledge of the principles and practices of modern fire administration; comprehensive knowledge of fire science, organization, and operation as applied to fire suppression, investigation, and emergency medical services; comprehensive knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus; comprehensive knowledge of laws, rules, and regulations relating to fire control and prevention; comprehensive knowledge of the standards by which the quality of fire service is evaluated; considerable knowledge of modern management practices and their application to municipal government; ability to plan, initiate and administer programs for the Fire Department; ability to command the respect of officers and to assign, direct and supervise their work; ability to establish and maintain effective working relationships with other City employees and with the public; ability to express ideas clearly and concisely, orally and in writing; ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

Acceptable Experience and Training: Extensive experience in modern fire service which has afforded progressively responsible experience in a variety of fire functions including supervisory and administrative experience at the command level equivalent to Assistant Chief in the Council Bluffs department; prefer graduation from a college or university of recognized standing with major course work in fire science, fire administration or related field; or any combination of experience and training which provides the required knowledge, skills and abilities. Must possess a valid driver's license.